



## MEMORANDUM

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**TO:** LINDA BETTENCOURT  
CITY AND TOWN CLERK

**FROM:** BRIG SMITH, GENERAL COUNSEL

**DATE:** SEPTEMBER 22, 2015

**RE:** NOTICE OF SPECIAL MEETING OF THE GENERAL COUNSEL REVIEW  
COMMITTEE

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THE GENERAL COUNSEL REVIEW COMMITTEE WILL HOLD ITS SPECIAL MEETING ON MONDAY, SEPTEMBER 28, 2015 AT 7:00 P.M. IN CONFERENCE ROOM 208.

RECEIVED  
15 SEP 22 AM 10:15  
TOWN CLERK  
MIDDLETOWN CT 06450

\* THE MUNICIPAL BUILDING IS WHEELCHAIR ACCESSIBLE \*

General Counsel Review Committee  
Municipal Building  
Room 208, Second Floor  
245 DeKoven Drive  
Middletown, Connecticut 06457

AGENDA FOR SPECIAL MEETING  
TO BE HELD  
SEPTEMBER 28, 2015 AT 7:00 P.M.

- A. **Call to Order**
- B. **Public Comment**
- C. **Approval of Minutes**
  - 1. August 11, 2015 Regular Meeting
- D. **Old Business**
  - 1. Human Resources Matters
- E. **New Business**
  - 1. Conclusion of Committee's Review and Report of Committee to Common Council
- F. **Other**
- G. **Adjournment**

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MIDDLETOWN, CT 06457

If you require special accommodations for any meeting, please call the ADA Coordinator at (860) 638-4540, (voice) or (860) 638-4812 (TDD/TTY), or the Town Clerk's Office at (860) 638-4910 at least ten (10) days prior to the scheduled meeting.